



VISTA Progress Report Supplement (VPRS) 2014 Review



**California State Office
October 2014**

Agenda

- 2014 VISTA Progress Report Supplement – October 2014
- Questions & Answers

Learning Objective: By the end of this module, you will be familiar with the VISTA Progress Report Supplement (VPRS) for 2014, including the Capacity Building Performance Measures, and how to successfully complete the report.

What is the VPRS?

- An addendum to progress reports
- Submitted on an annual basis
- Covers the activities of one single fiscal year
- CNCS needs the data to report on overall VISTA performance

What is required?



- Due by October 31, 2014
- Must provide data for at least one measure
- Must be in compliance with performance measure definitions
- Must be completed by Project Supervisor/Director but VISTA members should be allowed to review



AmeriCorps VISTA Performance Measures

CNCS' Performance Measurement framework provides a common focal point for CNCS' work across all programs and initiatives. CNCS has a focused set of agency-wide Priority Measures derived from the 2011-2015 [Strategic Plan](#). Every CNCS Program will contribute to the Priority Measures. There are also specific grantee/sponsor measures that roll up into the Priority Measures, which you can see in the [Priority Measures chart](#).

See how your program measures fit in with the [16 Agency-Wide Performance Measures](#).
[Back to CNCS Performance Measurement home.](#)

Find a Performance Measure

Enter terms



AmeriCorps VISTA Performance Measures

■ Focus Areas ■ Objectives ▼ Agency-Wide Priority Measures ● VISTA Complementary Program Measures



Projects **report** on Goal 3

Maximize the value we add to grantees, partners and participants.

Capacity Building & Leverage

AmeriCorps VISTA Performance Measures

■ Focus Areas ■ Objectives ▼ Agency-Wide Priority Measures ● VISTA Complementary Program Measures



Projects report on Goal 3

Maximize the value we add to grant partners and participants.



Projects align with Goal 1

Increase the impact of national service community needs in communities CNCS-supported programs.

Resources

Guidance

- FY 2014 VISTA Program Guidance (PDF)

Capacity Building & Leverage

Outputs

- ▼ G3-3.1. Number of community volunteers recruited by CNCS-supported organizations or National Service Participants.
- ▼ G3-3.2. Number of community volunteers managed by CNCS-supported organizations or National Service Participants.
- G3-3.4. Number of organizations that received capacity building services from CNCS-supported organizations or national service participants.
- G3-3.5. Number of staff and community volunteers that received training (of one or more types) as a result of capacity building services from CNCS-supported organizations or national service participants.
- G3-3.6. Number of organizations that completed a community assessment identifying goals and recommendations with the assistance of CNCS-supported organizations or national service participants.
- G3-3.7. Hours of service contributed by community volunteers who were recruited by CNCS-supported organizations or national service participants.
- G3-3.8. Hours of service contributed by community volunteers who were managed by CNCS-supported organizations or national service participants.

Outcomes

- ▼ G3-3.3. Number of organizations implementing three or more effective volunteer management practices as a result of capacity building services provided by CNCS-supported organizations or national service participants.
- G3-3.9. Number of organizations reporting that capacity building services provided by CNCS-supported organizations or national service participants have helped to make the organization more efficient.
- G3-3.10. Number organizations reporting that capacity building services provided by CNCS-supported organizations or national service participants have helped to make the organization more effective.
- G3-3.11. Number of new systems and business processes (technology, performance management, training, etc.) or enhancements to existing systems and business processes put in place as a result of capacity building services.
- G3-3.13. Number of additional activities completed and/or program outputs produced by the program as a result of capacity building services provided by CNCS-supported organizations or national service participants in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families.

Outcomes

- G3-3.14. Number of organizations that have experienced an increase in requests for their programs and services as a result of capacity building services provided by CNCS-supported organizations or national service participants.
- G3-3.15. Number of additional types of services offered by organizations as a result of capacity building services provided by CNCS-supported organizations or national service participants in the focus areas.
- G3-3.16. Dollar value of cash resources leveraged by CNCS-supported organizations or national service participants.
- G3-3.17. Dollar value of in-kind resources leveraged by CNCS-supported organizations or national service participants.
- G3-3.18. Number of new beneficiaries that received services as a result of capacity building efforts in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families.
- G3-3.19. Number of new beneficiaries from one or more targeted or underserved populations (counts by target population, e.g., racial or ethnic group) that received services as a result of capacity building efforts in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families.

Performance Measure G3-3.3

Number of organizations implementing three or more effective volunteer management practices as a result of capacity building services provided by CNCS-supported organizations or national service participants.

Goal 3: Capacity Building: Efficiency and Effectiveness

Definition of Key Terms

Volunteer management: A series of practices that collectively maximize the capacity of volunteers to have an impact on behalf of the organization or community. Examples of volunteer management practices include but are not limited to: development of a written volunteer generation plan, formal partnerships for volunteer recruitment, establishment of a volunteer unit within the program or organization, creation of volunteer manual/training/curriculum, regular supervision and communication with volunteers, liability coverage or insurance protection for volunteers, screening and matching volunteers to jobs*, regular collection of information on volunteer involvement, written policies and job descriptions for volunteer involvement, recognition activities, such as award ceremonies, for volunteers*, annual measurement of volunteer impact, training and professional development for volunteers*, and training for paid staff in working with volunteers.

* These practices correlate strongest to volunteer retention according to a 2004 study by the Urban Institute, "Volunteer Management Capacity in America's Charities and Congregations: A Briefing Report".

How to Calculate/ Measure/ Collect Data

Only volunteer management practices implemented specifically as a result of capacity building activities provided by the CNCS-supported organization or national service participant(s) intended to support or enhance the program delivery model may be counted.

Count of three or more effective volunteer management practices from the examples listed in the above definition, or included in the certification standards of an accredited volunteer administration program such as the Council for Certification in Volunteer Administration or university-based program, that were implemented by the CNCS-supported organization or national service participant(s). Each practice should support at least one of eight steps or functions for effectively managing volunteers as defined in the report "Volunteering Reinvented: Human Capital Solutions for the Nonprofit Sector."

1. Market Research and Community Needs Assessments
2. Strategic Planning to Maximize Volunteer Impact
3. Recruiting and Marketing to Prospective Volunteers
4. Interviewing, Screening, and Selecting Volunteers
5. Orienting and Training Volunteers
6. Ongoing Supervision and Management
7. Recognition and Volunteer Development
8. Measuring Outcomes and Evaluating the Process

Source: Corporation for National and Community Service, 2007, page 4 (PDF).

Report a separate count of volunteer management practices implemented for each of the six Focus Areas. If the volunteer management practices do not fall solely within one focus area, for example the NSP manages volunteers for that organization's housing program and health program, applicants should report this count under the focus area in which it operates its primary program.

<https://egrants.cns.gov/espan/main/login.jsp>



eGRANTS

GRANTS

PEER REVIEW

eGRANTS MESSAGES

Welcome Chad

The FFR due on 10/30/2013 for grant 12SRPCA003 has been received

VIEW MY GRANTS/APPLICATIONS

- View All
- 46 Awarded
- 154 Closed
- 2 Concept Papers
- 6 Grantee edit of application or report
- 1 Returned to grantee
- 4 Under CNCS review

VIEW MY AMERICORPS PORTAL

- Portal Home

Change Organization	Managing My Account	Reporting to CNCS
Enter a grant number or application id and click on the "GO" button to view a different organization's information. <input type="text"/> <input type="button" value="GO"/>	Click on the links below to access common account functions. My Account Commission Input on National Applicants	Financial Report Progress Report Progress Report Supplement

508 Approved | Contact Help Desk | disable the pictures
Release version: 5.7.1

9/24/2013, 1:25 PM, EDT

home

my account

help

logout



eGRANTS

Progress Report Supplement

Welcome Robert

Grant #11VSPCA010 - VISTA PRS

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Progress Report Supplement

Welcome Chad

Grant #08VSWLA001 - VISTA PRS

Grant #11VSWLA002 - VISTA PRS

Reporting Date	Due Date	Extension Date	Status	
10/01/2012 - 09/30/2013	10/31/2013		PRS Initial Entry	edit print
10/01/2011 - 09/30/2012	10/31/2012		PRS Reviewed by CNCS	edit print
10/01/2010 - 09/30/2011	10/31/2011		PRS Reviewed by CNCS	edit print

508 Approved | [Contact Help Desk](#) | [disable the pictures](#)

Release version: 5.7.1



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Welcome Craig

VISTA PRS

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PR Supplement

VISTA PRS

For information about the Progress Report Supplement ?

Community Volunteers

Resource Development

Organizations & Systems

Beneficiaries

Review and Submit

VISTA PRS

Grant# 11VSWLA002 - VISTAS

Due Date: 10/31/2013

Status: PRS Initial Entry

Reporting Period: 10/01/2012 - 09/30/2013

Grant Info



Welcome Kelly

PR Supplement

VISTA PRS

Community Volunteers

Resource Development

Organizations & Systems

Beneficiaries

Review and Submit

Grant Info

Grant #: 11VSWLA002

Project Period
05/20/2012 - 05/18/2013

Progress Report Supplement

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All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0.
Be sure to scroll down to the end of each category to ensure completion of all required fields.

Community Volunteers

Community Volunteers	# of Vols	Hours
# of community volunteers recruited	<input type="text"/>	<input type="text"/>
# of community volunteers managed	<input type="text"/>	<input type="text"/>
# of veterans & military family members engaged in providing services	<input type="text"/>	0
# of staff & volunteers trained as a result of capacity-building scvs	<input type="text"/>	0



Welcome Kelly

Progress Report Supplement

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PR Supplement

VISTA PRS

Community Volunteers

[Resource Development](#)

Organizations & Systems

Beneficiaries

Review and Submit

All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0. Be sure to scroll down to the end of each category to ensure completion of all required fields.

Resource Development

Resource Development	Dollar Amt
Dollar value of cash resources leveraged	<input type="text"/> . <input type="text"/>
Dollar value of in-kind resources leveraged	<input type="text"/> . <input type="text"/>

Grant Info

Grant #: 11VSWLA002

Project Period

05/20/2012 - 05/18/2013

Grant Info

Grant #: 11VSWLA002

Project Period
05/20/2012 - 05/18/2013

Legal Applicant Info

Louisiana Serve Commission
1051 N 3rd St
Baton Rouge, LA 70802

All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0. Be sure to scroll down to the end of each category to ensure completion of all required fields.

Organizations & Systems

Organizations and Systems	# of Stations
# of orgs that received capacity-building services	<input type="text"/>
# of orgs that completed a community assessment identifying goals	<input type="text"/>
# of orgs with three or more effective vol. management practices	<input type="text"/>
# of orgs reporting that activities helped make the org more efficient	<input type="text"/>
# of orgs reporting that activities helped make the org more effective	<input type="text"/>
# of new systems and business processes or enhancements	<input type="text"/>
# of orgs that have experienced an increase in requests	<input type="text"/>
# of additional activities completed - Disaster Services	<input type="text"/>
# of additional activities completed - Economic Opportunity	<input type="text"/>
# of additional activities completed - Education	<input type="text"/>
# of additional activities completed - Environmental Stewardship	<input type="text"/>
# of additional activities completed - Healthy Futures	<input type="text"/>
# of additional activities completed - Veterans and Military Families	<input type="text"/>
# of additional services offered - Disaster Services	<input type="text"/>
# of additional services offered - Economic Opportunity	<input type="text"/>
# of additional services offered - Education	<input type="text"/>
# of additional services offered - Environmental Stewardship	<input type="text"/>
# of additional services offered - Healthy Futures	<input type="text"/>
# of additional services offered - Veterans and Military Families	<input type="text"/>

PR Supplement

VISTA PRS

Community Volunteers

Resource Development

Organizations & Systems

[Beneficiaries](#)[Review and Submit](#)

Grant Info

Grant #: 11VSWLA002

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05/20/2012 - 05/18/2013

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Be sure to scroll down to the end of each category to ensure completion of all required fields.

Beneficiaries

Beneficiaries	# of Clients
# of disadvantaged youth receiving svcs - Disaster Services	<input type="text"/>
# of disadvantaged youth receiving svcs - Economic Opportunity	<input type="text"/>
# of disadvantaged youth receiving svcs - Environmental Stewardship	<input type="text"/>
# of disadvantaged youth receiving svcs - Education	<input type="text"/>
# of disadvantaged youth receiving svcs - Healthy Futures	<input type="text"/>
# of disadvantaged youth receiving svcs - Veterans/Military Families	<input type="text"/>
# of veterans that received assistance	<input type="text"/>
# of veterans' family members that received assistance	<input type="text"/>
# of family members of active-duty military that received assistance	<input type="text"/>
# of military service members that received assistance	<input type="text"/>

VISTA PRS

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Review and Submit

Please review and submit your information

Grant# 11VSWLA002 - VISTAS
Due Date: 10/31/2012
Status: PRS Initial Entry
Reporting Period: 10/01/2011 - 09/30/2012

Community Volunteers: [edit](#)

Resource Development: [edit](#)

Organizations & Systems: [edit](#)

Beneficiaries: [edit](#)

Available Actions: [View/Print PRS](#)

[Submit Progress Report Supplement](#)

Questions?

- Press *1 on your phone
- Record your name
- Operator will call on you when it is your turn

Resources

CNCS Performance Measurement webpage:

<http://www.nationalserviceresources.gov/npm/vista>

FY 14 AmeriCorps VISTA Program Guidance:

http://www.nationalservice.gov/sites/default/files/page/2014_VISTA_Program_Guidance.pdf

Questions?

Contact ***Your*** Program Specialist